

Contribution Limits

A candidate for **state executive or legislative office** must limit contributions received to the amounts shown:

Source of Contribution	To State Executive Candidate	To Legislative Candidate
Individual	\$1,250 ¹	\$625 ¹
Union or Business	1,250 ¹	625 ¹
Political Committee	1,250 ¹	625 ¹
State Party Central Com.	.64/voter ²	.64/voter ²
County Party Central Com.	.32/voter ³	.32/voter ⁴
Legislative District Com.	.32/voter ³	.32/voter ⁴
Minor Party Committee	.64/voter ²	.64/voter ²
Caucus Political Com.	.64/voter ²	.64/voter ²

¹ Separate limit for primary election and general election.

² Limit for election cycle (i.e., from start of candidate's campaign through election year).

³ All county central committees and legislative district committees share a combined limit per candidate of \$.32 per registered voter during the election cycle.

⁴ A legislative district committee and the county central committees in that district may only give to candidates in their jurisdictions and they share one limit of \$.32 per registered voter for the election cycle.

Candidates for **local offices** are not limited by state law regarding amounts that may be accepted. Unless limited by local ordinance, contributions in any amount may be accepted from contributors.

However, no candidate may accept:

- anonymous contributions in excess of \$300 per year or 1% of all contributions received in a year, whichever is greater.
- more than \$5,000 from one source (except the state party committee) during the last 21 days before a general election. (\$50,000 maximum for a supreme court or state executive office candidate.)

Keeping Books

The key to campaign finance reporting is up-to-date, detailed records of each contribution and expenditure.

Report all campaign income (contributions, loans, candidate's personal funds, etc.) and expenditures (including orders you have placed). Your records should consist of bank deposit slips, bank statements, receipts, cancelled checks, etc.

You must keep your records for **five years** from the date of the election.

Explanation of Reports

Financial Affairs Report (PDC F-1). Used by candidates to indicate some personal and business financial relationships and property holdings. It shows citizens what personal financial interests might conflict with service as an elected official. However, in most cases, filing this report gives candidates the opportunity to show that no conflict of interest potential exists.

Campaign Finance Reports (PDC forms C-1, C-3, C-4). Required from candidates and political committees. All candidates and committees not exempt from reporting register with PDC and their county elections office by filing a registration statement (C-1 or C-1pc).

When completing the C-1, you will choose which reporting option will be used during the campaign. This choice is based on how much money you plan to raise and spend. During the campaign most candidates must periodically report campaign contributions and expenses.

Forms and Instructions

Available from county election offices, from the PDC office, **or online at www.pdc.wa.gov**

Mini Campaign Reporting Instructions and Forms

Full Reporting Campaign Instructions:

- State Executive & Legislative Candidates
- Local and Judicial Office Candidates
- Political Committees

Full Reporting Forms:

C-1 - Registration Statement

C-3 - Cash Receipts

C-4 - Receipts & Expenditure Summary

Schedule A - Cash Receipts and Expenditures

Schedule B - In-kind Contributions, Orders Placed, Debts

Schedule C - Corrections

Schedule L - Loans

Special Report E - Earmarked Contribution Report

Attachment Au - Auction Report

Special Reporting Forms:

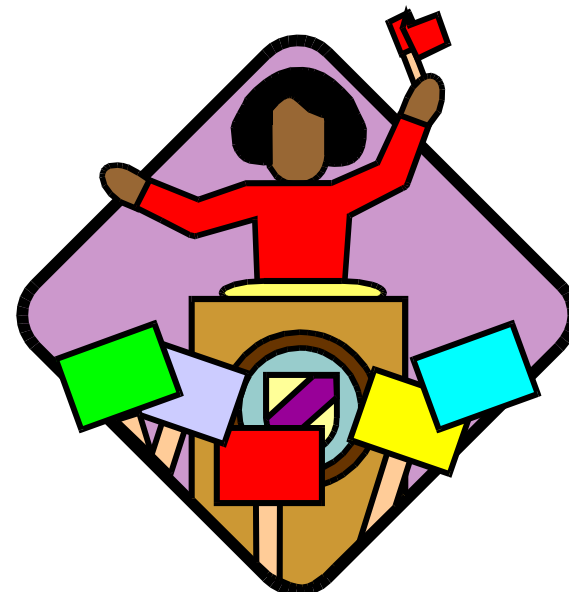
C-5 - Out-of-State PACs

C-6 - Independent Campaign Expenditures

C-7 - Special Political Expenditures

F-1 - Financial Affairs Statement

Candidate's Campaign Reporting Pocket Guide



Are Disclosure Reports Required?

Are you a candidate? Have you solicited contributions or made expenditures (including placing orders)? Reserved space, facilities or broadcasting time? Authorized another to do any of these activities for you? Or, have you publicly announced your candidacy or filed for office?



Are you a candidate:

- for federal office;
- in a town or jurisdiction that had fewer than 1,000 registered voters as of the last general election;
- for precinct committee officer; or for an office in a district where voters must own property or have other special qualifications (e.g., irrigation, diking, or flood control)?



Are you a candidate in a town or taxing district that does not include the entire county and that had fewer than 5,000 registered voters as of the last general election? (Check with county elections office.)



File a financial affairs report (Form F-1) within two weeks of becoming a candidate.



During your election campaign will you spend:



\$0 to \$3,500
(& receive \$300 or less from any donor)

USE MINI REPORTING:
File Forms F-1 and C-1 within two weeks of becoming a candidate. No other reports are required.

(Obtain Mini or Full Campaign Reporting Instructions from your county elections office or PDC.)

Over \$3,500

USE FULL REPORTING:
File Forms F-1 and C-1 within two weeks of becoming a candidate. File C-3 and C-4 reports according to the Full Reporting Schedule included in this pamphlet.



Relax. No reports are required.



Relax, you don't have to file state reports. [Federal candidates check with the Federal Election Commission (FEC) 1-800-424-9530.]



File a financial affairs statement (Form F-1) within two weeks of becoming a candidate. No other reports are required.

Reports Required Summary

Option	F-1	C-1	C-3	C-4
MINI	Yes	Yes	No	No
FULL	Yes	Yes	Yes	Yes

See Full Reporting Schedule

Political Advertising

Campaign ads must satisfy the political advertising provisions of the disclosure law. Detailed information about these requirements may be found in the Political Advertising brochure.

Generally, political ads of all types must identify the sponsor of the ad. In partisan campaigns, all ads must show the candidate's political party.

2003 Full Reporting Schedule

- C-3 All contributions must be deposited within 5 business days of receipt; fill out a C-3 for each deposit. Prior to July 1, C-3 may be sent with C-4; after July 1, mail C-3 weekly on Monday.
- C-4 With initial C-1 report if contributions were received or expenditures made.
- C-4 Due by the 10th of each month if no other C-4 is required during that month and if contributions or expenditures are over \$200 since last C-4.
- C-4 Aug. 26 21 days before primary
- C-4 Sept. 9 7 days before primary
- C-4 Oct. 10 Post-primary report (See note below)
- C-4 Oct. 14 21 days before general
- C-4 Oct. 28 7 days before general
- C-4 Dec. 10 Post-general report

Dates shown are for 2003 primary and general elections only. Candidates participating in special elections file C-4 reports 21 and 7 days before and on the 10th of the first month following the election.

NOTE: The post primary report is not required from candidates who will be in the general election.

Electronic Filing

Candidates and political committees that expended \$25,000 or more the preceding year or expect to expend \$25,000 in the current year are required to file campaign finance reports electronically. On January 1, 2004 the threshold is \$10,000.

PDC staff provides free electronic filing software and training to all candidates and political committees. Electronic filing information and instructions can be found on the PDC Web site at www.pdc.wa.gov.

Candidates **NOT** filing electronically can find templates of all PDC forms on the PDC's Web site. Go to www.pdc.wa.gov, click on "Filer Assistance," and then "Form Templates."